

**Town of South Bethany
Planning Commission Meeting Minutes
November 16, 2018**

PC Members Present: Dick Oliver, Joe Conway, John Janowski, Linda Lewis

PC Member Absent: Scott Fischer

Council Liaison: none

Other Attendees: none

Meeting called to order: 10:13 a.m. by Chairman Dick Oliver

Old Business:

1. Minutes from July 20, 2018 were adopted without change.

2. Discussion re: Street Lighting data collection. The group discussed the format for integrating the data provided by DELMARVA with the data collected by PC members. The DELMARVA data is in XLS format. The Town Manager offered to obtain a soft copy and provide to Linda Lewis. Linda Lewis agreed to try to integrate the two. John Janowski offered that a separate data sheet had been compiled with additional useful data in XLS included. Linda agreed to try to make sense of the various data elements and suggest a way forward. Joe Conway suggested that whatever we choose should support the eventual presentation to Council and some type of graphical representation. John also suggested that lights on Evergreen owned by Middlesex be included since there is a location/ownership/effect issue that has not been addressed yet.

3. Discussion re: Comprehensive Plan (CP) Update. The group discussed both the process and method for updating the progress of Council and the Town Manager on Goals in the CP. It was agreed that Linda Lewis would create a Word Document template that each member could update with the status of his/her assigned goal.

4. Discussion re: PC Membership addition(s). PC members voted in the majority to retain the existing 5-person membership, stating current work load, quorum concerns, and the ability to grow membership as needed. Linda Lewis will submit a minor By Law wording change for Chair and Council approval that would allow for 5-9 members, with new members subject to Council Appointment.

4. Joe Conway reported that he served on the ad-hoc committee approved by Council to address beach access issues. The Ad Hoc Committee reported results to Council on November 9th. The recommendation to include new walkways over a 5-year period was accepted by Council and will be included in the new Capital Plan budget going forward.

5. Dick Oliver offered to develop a PC Meeting schedule for 2019.

New Business: Next Planning Commission Meeting is scheduled for January 18, 2019

Meeting adjourned: 11:30 a.m.

Submitted by: Joe Conway, 160 Henlopen Dr.